

University Staff Moving from Exempt to Nonexempt



The Fair Labor Standards Act (FLSA) is a federal law through the Department of Labor. The law determines which jobs are covered by the act (“non-exempt”) and which jobs are not covered (“exempt”). Every UW – Madison employee that is subject to the FLSA has an exempt or non-exempt status based on all job responsibilities performed for the university. This table provides information about changes that will occur when there is a change in your exemption status.

PAYROLL

Pay Periods	NO CHANGE 26 pay periods for all University Staff (Non-Exempt and Exempt)
Direct Deposit	NO CHANGE
General Deductions	NO CHANGE Email payroll@ohr.wisc.edu if you have questions or if a deduction such as parking, Van Pool, Rec Fees, etc. is missed
Differentials	CHANGE- University Staff that are non-exempt receive for night differential, weekend differential and holiday premium pay
Taxes	NO CHANGES
Garnishments	

PAID LEAVE

Compensatory Time	CHANGE Non-exempt staff are eligible for compensatory time instead of overtime pay. Divisions have the option regarding how to use compensatory time.
Leave Reporting	CHANGE Nonexempt University staff report leave in 15-minute increments. Enter leave you take biweekly. Exempt University staff report leave in half or whole day increments.
Earned Vacation	NO CHANGES
Vacation Carry Over	
Vacation Banking	
Vacation Cash Out	
Legal Holidays Observed	
Personal Holidays	
Sick Leave	

FLEX SPENDING & HEALTH SAVINGS

Flex Spending Account (FSA) Dependent Care	NO CHANGES
FSA Health Care	
Health Savings Account (HSA)	

INSURANCE

Health	NO CHANGE Includes: State Group Health; AD&D; Supplemental Dental and Preventative Dental (No Health); Individual & Family Life; UW Employee Inc. Life; Delta Vision
State Group Life	NO CHANGES
Income Continuation	

RETIREMENT

Wisconsin Retirement System (WRS)	NO CHANGES
WRS Creditable Service	
WRS Contributions	

OPTIONAL SAVINGS PLANS

TSA Contribution	NO CHANGES
Wisconsin Deferred Compensation	

OTHER

Layoff/Non-renewal	NO CHANGES
Job Security	
Appeal Process	

[For more information, see hr.wisc.edu/flsa](http://hr.wisc.edu/flsa)